AIRCRAFT DISPATCHER

UNIT 4 – AIRCRAFT USE REPORT

INSTRUCTIONS TO THE INSTRUCTOR

This unit requires that the instructor should have a working knowledge of payment documents for both the Aviation Management Directorate and Forest Service.

The purpose of this unit is to provide an exposure to payment documents not to the actual preparation of the documents themselves.

NOTES

DETAILED LESSON OUTLINE

COURSE: Aircraft Dispatcher

UNIT: 4 – Aircraft Use Report

TIME: 1 hour

TRAINING AIDS: Overhead projector or computer with CD-ROM and LCD

projector; projection screen; markers, masking tape or tacks; handouts; flip chart; one OAS-23 booklet; FS-122 booklet

OBJECTIVES: Upon completion of this unit, students will be able to:

• Demonstrate the ability to objectively review an OAS-23 or FS-122 prior to submission for payment.

		OUTLINE	AIDS & CUES
IN'	TROD	UCE UNIT 4.	04-01-ACDP-EP
PR	ESEN	T THE UNIT OBJECTIVE.	04-02-ACDP-EP
AP FO	PEND R AN	STUDENTS TO PAGES 18 AND 19 OF IX A—AIRCRAFT DISPATCHER JOB AID AMD PAYMENT DOCUMENT ETION CHECKLIST.	SW Appendix A pages 18 and 19
I.	OAS	-23	04-03-ACDP-EP
	A.	Verify all entries on OAS-23.	
	B.	Sign for services received.	
	C.	Ensure pilot/contractor signature.	
	D.	Verify billee and program charge codes.	
		Multiple program cost user breakout	

	OUTLINE	AIDS & CUES
REFERS FOR TH CODES	STUDENTS THAT A BILLEE CODE TO THE UNIT THAT RECEIVES A BILL E CHARGES AND THAT A LIST OF THE CAN BE DOWNLOADED FROM DAS.GOV.	
E.	Ensure timely submission for payment.	04-04-ACDP-EF
	Prompt payment discount-within 30 days	
F.	Assure completion.	
	• Neat	
	• Readable	
G.	Obtain authorizing official's signature.	
H.	Submit copies.	
	• AMD–white copy	
	• Vendor–blue copy	
	• Agency–yellow copy	
STUDEN PROCES SLIDES	S SLIDES 5 THROUGH 15 WITH THE STS. THESE SLIDES REPRESENT THE SS TO COMPLETE AN OAS-23. THE ARE USED AS A DEVICE BY WHICH STS CAN FOLLOW IN THEIR STUDENT COOK.	04-01-ACDP-IR SW page 4.7 THRU SW page 4.21 04-05-ACDP-ER THRU 04-15-ACDP-ER
APPEND	STUDENTS PAGES 20 AND 21 OF DIX A—AIRCRAFT DISPATCHER JOB AID S-122 PAYMENT DOCUMENT LIST.	SW Appendix A pages 20 and 21

		OUTLINE	AIDS & CUES
II.		GHT USE REPORT–FS 6500-122 TRUCTIONS	04-16-ACDP-EP
	A.	Verify all entries on FS-122.	
	B.	Sign for services received.	
	C.	Ensure pilot/contractor signature.	
	D.	Verify billee and program charge codes.	
		Multiple program cost user breakout	
	E.	Ensure timely submission for payment.	04-18-ACDP-EP
		Prompt payment discount-within 30 days	
	F.	Assure completion.	
		• Neat	
		• Readable	
	G.	Obtain authorizing official's signature.	
	H.	Submit copies.	
		• USFS	
		• Vendor	
		• Local Agency	
ST PR AF	TUDEN ROCES RE US	V SLIDES 19 THROUGH 27 WITH THE NTS. THESE SLIDES REPRESENT THE SS TO COMPLETE A FS-122. THE SLIDES ED AS A DEVICE BY WHICH STUDENTS OLLOW IN THEIR STUDENT WORKBOOK.	04-02-ACDP-IR SW page 4.23 THRU SW page 4.28 04-19-ACDP-EP THRU 04-27-ACDP-EP

OUTLINE	AIDS & CUES
REVIEW UNIT OBJECTIVE.	04-28-ACDP-EP
ASK STUDENTS IF THERE ARE ANY QUESTIONS.	04-29-ACDP-EP

AIRCRAFT DISPATCHER

UNIT 4 – AIRCRAFT USE REPORT

INSTRUCTOR REFERENCES

Reference No. Description

04-01-ACDP-IR OAS-23 Instructions

04-02-ACDP-IR FS-122 Instructions

NOTES

Exhibit D-9: Instructions For Completion Of OAS-23 Aircraft Use Report

Aircraft Use Report OAS-23 Instructions

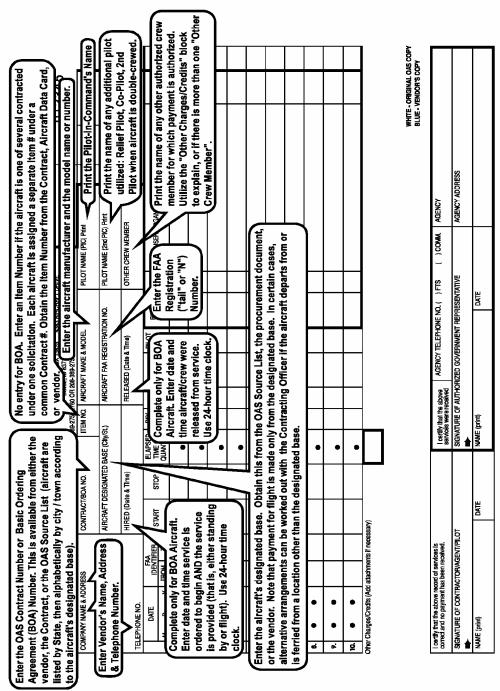
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I certify that the above record of services is correct and no payment has been received.		I cartify that the above services were received	AGENCY TELEPHONE NO	D.()FTS	() COMM.	AGENCY
SIGNATURE OF CONTRACTOR/AGENT/PILOT		SIGNATURE OF AUTHOR	IZED GÖVERNMENT REPR	ESENTATIVE		AGENCY ADDRESS
➡		⇒				
NAME (print)	DATE	NAME (print)		DATE		

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Exhibit D-10: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)



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OAS-23 Aircraft Use Report (Cont.) WHITE - ORIGINAL OAS COP BLUE - VENDOR'S COPY ŞĕŞ Ş SIGNED AC CONTROL NO. RED IS FOR OAS USE ONLY USER ORGANIZATION AND CHARGE CODES AGMT, NO. AGENCY ADDRESS clock time (see example, lines 1-3). Do NOT make any entry for Service Truck Miles, Per Diem, or other non-flight time, non-standby pay item codes (see example, lines 5 & 10) non-flight time standby periods (Hourly Availability, Extended Availability) in 24-hour FIR for missions which depart from or to a fire, or for missions within the fire itself (see example, lines 4 and 6-9); or, etc., where the charge is incurred in one place, enter the same 3-character identifier in both the FROM and TO blocks (see RECEIVED DATE The three character FAA identifier of the airport, or the agency identifier for permanent helibases not located at an location(s) where the charge was incurred. For Standby (SB), Per Diem (PD), Guarantee (GT), Availability (AH or EA), Note: When data is entered to the computer, this field will not accept more than three characters. Therefore do NOT enter more than 3 characters. For flight Pay Item Codes and line entries, enter one of the following: Log flight time from an approved hour meter (see example, lines 4 and 6-9). Log Do not write out FULL SUBSISTENCE, SERVICE MILES, or any other pay item code in either the FAA Identifier block or in the Start/Stop block. For non-flight Pay Item Codes and line entries, enter either FAA identifiers or FIR, INC, or PRJ, as applicable, for the For service miles (SM) where mileage started at one location and ended at another, enter appropriate 3-character) COMM. P.O. BOX 15428 4343 ARCRAFT DRIVE BOISE, ID 83715-5428 ANCHORAGE, AK 99502-1052 黑路 PRJ for missions which depart from or to a project, or for missions within the project itself; or, AGENCY TELEPHONE NO. () FTS SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE DATE SOPE 불호 For flights that takeoff or land at locations without identifiers, enter the following: -AA airport and for which no FAA identifier exists (see example, line 4); PAX CARGO PAYLOAD I certify that the above services were received INC for missions which depart from or to a non-fire incident or, PAY CODE identifiers in the FROM and TO blocks (see example, line 5). ELAPSED TIME OR QUANTITY AIRCRAFT USE REPORT 310 DATE example, lines 1-3 and 10). SIGNATURE OF CONTRACTOR/AGENT/PIL(ք Loertly that the above record of services is correct and no payment has been received Enter month-day-year on each line entry. Example: For June 12, 1994, HOM TELEPHONE NO. PATE NAME (print) enter - 06 · 12 · 94. •

Exhibit D-11: Instructions For Completion Of

D-16 January 2002

Exhibit D-12: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

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SE ONLY		AGMT, NO. AC CONTROL NO.	RDER NO.		CODES		FLIGHT TIME. Record elapsed time based upon the recorded Start/Stop time. When an approved hour meter is used, entry should be in hours and tenths. See example, lines 4 and 6-9. FT is the most common Pay Item Code to document filight time. However, there are other Flight Time codes such as FN, FY, and PD that should be used when applicable (see Pay Item Code discussion).	USDI requires the documentation of specific types of flight that fall under the broad Pay Itam flight codes of FT, FN, FY and FD. This is accomplished through entry of Use Codes. This system requires that the Helicopter Manager track the time spent over the course of a day on various types of flight missions. This tracking is usually accomplished by noting Start and End meter readings on load calculations and/or manifests. Once the helicopter changes missions (for example, from Personnel Transport to Water Dropping), a new Start time should be noted. At the end of the day, flight time for each type of use is totaled, and a line entry made for that Pay Item and Use Code. Note that entries do not have to be made as they actually occurred (that is, one entry for 0.2 personnel transport, then an entry for 1.3 water dropping, followed by an entry of 3.2 for personnel transport). Each type of use can be totaled for the day on one line entry, regardless of whether they were all accomplished at one time, provided that the total flight time for the day. For further information, see the discussion of Use Codes.	PER DIEM. If applicable government per diem rate is known, enter dollar amount due in Elapsed Time Or Quantity column (round up to nearest dollar). DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Enter the number of people incurring the per diem under PAYLOAD column. See example, line 10. If the rate is not known, enter the number of overnights due (for example, 2 people with 1 overnight, enter 02.00, with a Pay Itam Code of FS). When staying in a high rate area as identified in the Federal Travel Regulations, the vendor must attach a motel receipt indicated rate for that area).	SPECIAL CHARGE. Special charges such as transportation licenses and fees, rantal car charges for transportation of a relief pilot when the aircraft is away from the designated base, etc. are entered in whole dollar amounts. Remember to DISREGARD THE DECIMAL POINT FOR DOLLAR ENTRIES. Example: A licensing fee allowing the fuel truck to operate within the state of \$ 215.73 would be entered as 02 . 16 with a Pay Item of SC. A Special Charge line entry must be supported by an attached invoice marked as paid.	SERVICE TRUCK MILES. Enter mileage traveled while on official government business. Round up to the nearest mile, DISREGARD THE DECIMAL POINT FOR SERVICE TRUCK MILEAGE ENTRIES. See example, line 5.	DAILY AVAILABILITY. (Note: Daily Availability is rarely used for helicopter procurements.) Enter 01.00 for each day. To reflect Unavailability, deduct 0.1 for each hour of unavailability from 1.0 and enter the difference. For example, if the aircraft was unavailable for three hours, deduct 0.3 from 1.0 and enter 00.70 with a Pay Item Code of AX. Make a second line entry of 00.30, with a Pay Item Code of UA. Document the reason for the unavailability in the Contract Daily Diary.	
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D-17 January 2002

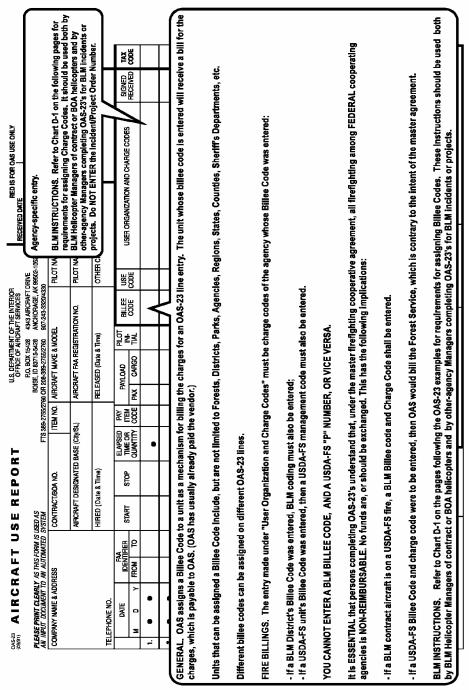
Exhibit D-13: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

D-18 January 2002

Exhibit D-14: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

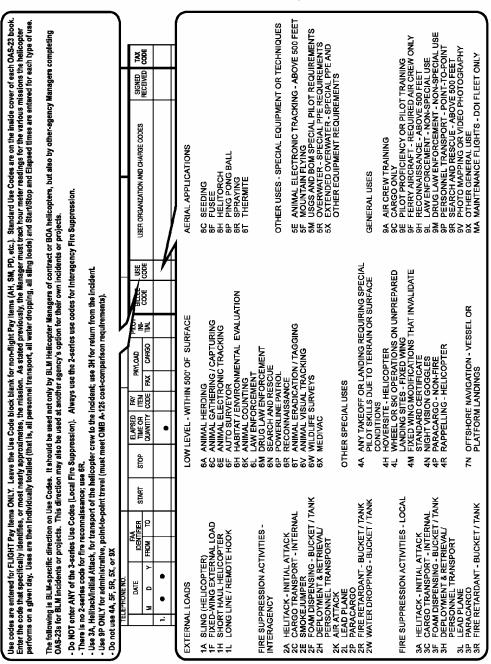
D-19 January 2002

Exhibit D-15: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)



D-20 January 2002

Exhibit D-16: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)



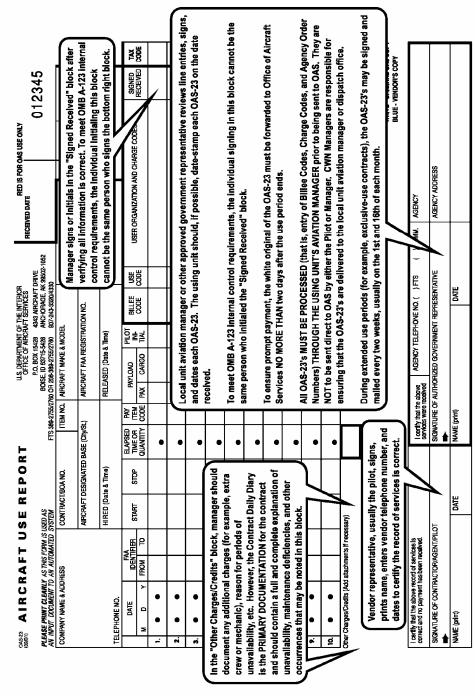
D-21 January 2002

Exhibit D-17: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

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PLEASE PRINT CLEARLY AS THIS FORM IS USED AS AN INPUT DOCUMENT TO AN AUTONATED SYSTEM		389-2755/2760	P.O. BOX (5428 4343 ARCRAFT D BOISE, ID 83715-5428 ANCHORAGE, AK FTS 389-2755/2760 907-243-3320/4330	4343 ARCRAFT DRIVE ANCHORAGE, AK 99502-1052 907-243-3320/4330		0	012345	
COMPANY NAME & ADDRESS	CONTRACT/BOA NO.	ITEM NO. A	ITEM NO. ARCRAFT MAKE & MODEL	PILOT NAME (PIC) Print	SERV. A	SERV. AGMT. NO. AC	AC CONTROL NO.	
	AIRCRAFT DESIGNATED BASE (City/St.)		AIRCHAFT FAA REGISTRATION NO.	PILOT NAME (2nd PIC) Print	AGENCY	AGENCY ORDER NO.		
	HIRED (Date & Time)	Œ	RELEASED (Date & Time)	OTHER CREW MEMBER				
An Agency Order Number for BLM flights is the Document Control Number utilized to process billings by OAS through the Denver Service Center. A Document Control Number consists of a one-digit State identifier, an 3-digit Office Code, a two-digit entry identifying Document Type and Fiscal Year, and a 4-digit Month Number.	s the Document Control Nun- Sode, a two-digit entry identi	mber utilize Ifying Doca	id to process billings by O. Iment Type and Fiscal Yea	AS through the Denver Servic r, and a 4-digit Month Number	e Center. A l	Document Co	ontrol Numbe	r consists of a
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L Idaho: A Montar B Nevada C New M	daho: D Montana: E levada: F New Mexico: G	Orego Utah: Wyom NIFC:	Oregon: H Utah: J Wyoming: K NIFC: R	Washington Office:	_			
OAS-23's for flights taken by the Eastern States Office will be processed by the National Aviation Office at NIFC. Therefore the State Input for Document Control Numbers will be "R" for NIFC. OAS-23's for flights taken by Service Center personnel will be processed by the state in which they are flying, or by the Colorado State Office for cross-jurisdictional flights arranged by the colorado State Office. Therefore the Input for the Control Number for SC flights will be determined by the state processing the OAS-23, or "C" if Colorado arranged the flight. OAS-23's for flight staken by Phoenix Training Center personnel will be processed by the Artzona State Office. Therefore the input for the Document Control Number for Training Center flights will be "A" for Artzona.	itates Office will be process: e Center personnel will be p e Input for the Control Numb ning Center personnel will bu	ed by the N processed to ber for SC i e processe	adonal Aviation Office at P y the state in which they a lights will be determined b d by the Arizona State Offi	IIFC. Therefore the State Inpu re flying, or by the Colorado { y the state processing the OA ce. Therefore the input for th	t for Docume state Office f S-23, or "C" e Document	nt Control N or cross-juris If Colorado a Control Num	umbers will b sdictional flig arranged the l iber for Traini	e "R" for hts arranged Ilight. ng Center
OFFICE. 3-digit numeric code of the Office (Organization) submitting the OAS-23. This will usually be a District or State Office, or a Division of NIFC or the Washington Office.	fice (Organization) submittin	ng the OAS	-23. This will usually be a	District or State Office, or a D	ivision of NIF	C or the Was	shington Offic	ø.
DOCUMENT TYPE. 1-digitalpha. Always enter "S" for Aircraft Use.	s enter "S" for Aircraft Use.	_						
FISCAL YEAR. 1-digit numeric. Enter the last digit (eg, "4" for FY-94) of the fiscal year in which the flight was taken.	he last digit (eg, "4" for FY-9	14) of the fix	scal year in which the fligh	t was taken.				
5. SEQUENTIAL MONTH NUMBER. 4-digit numeric. Enter the month in which the OAS-23 is mailed to OAS (not the month in which the flight was taken) according to the following numbering system:	numeric. Enter the month I	In which th	e OAS-23 is malled to OAS	(not the month in which the fl	ight was tak	en) accordin	g to the follov	dng
ENTRY	FROM/TO EN	ENTRY	FROMITO	ENTRY	FR	FROM/TO	ENTRY	
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Morth 0013 is assigned to all OAS-23's sent to OAS after September 30 for flights taken during the fiscal year ending September 30 which were not mailed timely and which were not assigned one of the normal numbers in the 0001-0012 range.	nt to OAS after September 30 0001-0012 range.	0 for flights	taken during the fiscal ye	ar ending September 30 whic	ı were not m	ailed timely a	and which we	re not
All zeroes in the month entry MUST be entered. All fields should be separated by a "-" (dash) for accurate entry into the OAS On-Line and Payment Collection (OPAC) billing system. Example Of A Complete Document Control Number:	ered. All fields should be se Number:	sparated by	a"-" (dash) for accurate e	ntry into the OAS On-Line and	l Payment C	ollection (OP	AC) billing sy	stem.
F-030-S3-0005 = Nevada (F)-Carson City District (030)-Fiscal Year 93 (S3)-Flight Invoice Mailed Between February 1 and February 28 (0005)	strict (030)-Fiscal Year 93 (S	33)-Flight Ir	ivoice Mailed Between Feb	ruary 1 and February 28 (000	G.			

D-22 January 2002

Exhibit D-18: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)



D-23 January 2002

Exhibit D-19: Instructions For Completion Of OAS-23 Aircraft Use Report (Cont.)

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он од 12345	SERV. AGMT. NO. AC CONTROL NO.	AGENCY ORDER NO.		EXAMPLE		6 Hours of Hourly Availability (AH) Incurred at Carson City Hellbase.	2 Hours of Hourly Availability (AH) incurred at the fire.	2 Hours of Extended Pilot Availability (EP) incurred at the fire.	1.1 Hours of Flight Time initial attack from Carson City Helibase to the fire.	135 Service Truck Miles (SM) from Carson City to a fire.	550 gallons foam dropped over 0.5 hours of filght time; drops need not be consecutive; manager collates all FT for foam drops at the end of the day.	0.2 flight time used for a reconnaissance of the fire.	18 firefighters and 190 pounds of internal cargo were transported to the line; trips need not be consecutive.	nsported via sling.	\$ 132.00 Per Diem (PD) overnight charges at Winnemucca (WMC) for Z persons.		WHITE - ORIGINAL OAS COPY BLUE - VENDOR'S COPY		SS	
RECEIVED DATE	PILOT NAME (PIC) Print	PILOT NAME (2nd PiC) Print	OTHER CREW MEMBER	7		s Hours of Hourly Availak	! Hours of Hourly Availak	Hours of Extended Pilo	i.1 Hours of Flight Time i	135 Service Truck Miles (550 gallons foam droppe: consecutive; manager co),2 flight time used for a	18 firefighters and 190 pounds of In Ine; trips need not be consecutive.	1540 pounds of cargo transported via sling.	\$ 132,00 Per Diem (PD) ov persons.			() COMM. AGENCY	AGENCY ADDRESS	
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D-24 January 2002

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 1)

_	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
	Fire flight taken as a result of:	Your contract aircraft performs missions for units identified at left;	Since all assistance to those agencies is non-reimbursable, assign your local unit's cost-account coding, iricluding your	Use your unit's Billee Code.	Your Unit.
	- Fire on your unit; (including non-reimbursable mutual aid)	70	State and Office code, but use the assigned B_M fire number off the Resource Order. DO NOT ASSIGN OTHER AGENCY PROJECT OR EIGH OFFICE OF STATES ON MIRRERS ON DAS.		
	- Fire on <u>another</u> BLM unit;	Your unit arranges a rental/charter in response to an order from any of the	23 PAYMENT DOCUMENTS.		
	- An order from any Federal	agencies identified	Examples of Valid BLM Fire Numbers:		
	firefighting agency (eg. USFS, FWS, BIA. NPS)	700	1-Digit Alpha plus 3-Digit Numeric for BLM Districts and State Offices (eg. C567)		
	for which	Your unit supplies both a helicopter module and/or manager and a CWN helicopter for the appropries identified	<u>Example:</u> NV-040-1550-70-R645		
	nonreimbursable	Note the exception in #4 if voir unit	(Ely District [NV-040] aircraft on Utah BLM fire [R645])		
	(Note exception in situation	does not furnish the CWN aircraft.	OR.		
	where the National Interagency Coordination Center [NICC] assigns a 3000-series fire number for reimbursable		4-Digit Numeric assigned by NICC for other-agency support, according to the following:		
	support to Military, States, etc.)		3000-3999 (Miscellaneous Support (State, Military) 4000-4999 F & WS Support 6000-6999 NPS Support 9000-9997 USFS Support		
			Example: NV-030-1550-70-9216		
			(Carson City Nevada District (NV-030) aircraft on Forest Service fire with NICC-assigned Forest Service Support Number [9216])		
٦					

1 - NICC is encouraging local BLM units to immediately assign a local BLM support fire number that will be relayed throughout the system as orders are placed. This will hopefully avoid duplication of fire number assignment (ie, NICC-assigned number, other District(s) assigned number(s), etc.) For example, Fire J221 in Carson City, a support fire number for the Tolyabe NF, would be transmitted throughout the system and would end up on an order for a helicopter from Montana BLM.

D-25 January 2002

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 2)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
7	Fire flight taken as a result of: - An order from any cooperating State firefighting agency (eg, CDF; NDF, Etc.)	Your contract aircraft performs missions for units identified at left and fire is identified as a <u>climbursable</u> State Agency fire leg. California Department of Forestry)	There are three options for this situation: (1) If a NICC-assigned 3000-series number has been assigned, then assign your State and Office Code Icosts will be recovered nationally) and use the 3000-series number.	(1) Use your unit's Billee Code (costs will be recovered nationally).	<u>Your</u> Unit.
	<u>and</u> for which charges are <u>reimbursable.</u>	OB. Your unit arranges a rental/charter in response to an order from any of the agencies identified.	(2) Your unit may assign a local support BLM fire number and recover costs locally through cross-agency billing. This is <u>only</u> for incidents where a local BLM District is supporting a local cooperating State agency.	(2) Use your unit's Billee Gode (costs will be recovered locally).	Your Unit.
		VM. Your unit supplies bath a Helicopter Module and/or Manager and a CWN helicopter for the agencies identified. Note the exception in #4 if your unit	This Buy District life support number will be transmitted by NIOC as part of any Resource Orders relayed through the system. HOWEVER, THE UNIT WHICH ASSIGNED THE BLM FIRE NUMBER IS RESPONSIBLE FOR RECOVERING REIMBURSABLE COSTS FROM THE STATE.		
		does <u>not</u> furnish the CWN aircraft.	(3) Assign the cost-account coding as identified by the <u>other</u> agency. This is the most streamlined approach, since OAS bills and recovers the costs <u>directly</u> from the State agency (ie, the BLM District will not receive a bill from OAS)	(3) Use the other agency's Billee Code.	<u>Your</u> Unit.
ri ri	Fire pre-suppression standby.	There are three situations that may be encountered: (1) Your contract aircraft is placed on presuppression standby by another unit from your interior agency.	(1) Assign the other unit's presuppression cost-account coding.	(1) Use your unit's Billee Code.	Your Unit.
		(2) Your contract aircraft is placed on presuppression standby by another agency (eg. USFS).	(2) Assign the other agency's presuppression cost-account coding.	(2) Use the other agency unit's (eg, Forest) Billee Code (available from OAS).	<u>Your</u> Unit.
		(3) A contract aircraft is located and managed at the local level leg. District) but the State Office holds the presuppression funding for the aircraft.	(3) Assign the cost-account cading of the unit holding the funding.	(3) Use your umit's Billee Gode.	<u>Your</u> Unit.

D-26 January 2002

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 3)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE	WHO PROCESSES THE OAS-23
			FIRE FLIGHTS		
4.	CWN helicopter hired by your District sent off-unit. Helicopter module <u>not</u> furnished by your unit.	A CWN helicopter off the OAS Source List is hired by your unit and sent to another unit. A helicopter module from another unit is attached to the helicopter at the incident.	Module Leader assigns the receiving, benefitting unit's cost-account coding, <u>regardless</u> of agency.	Use the receiving. benefitting unit's Billee Code, regardless of whether agency is federal or non-federal.	The Receiving. Benefitting Unit. Module Leader <u>must</u> ensure copies of OAS- 23's are giver to the local Aviation Manager.
ເດ໋	Fire flight charged to: - Multiple fire code 8888 - Multiple fire code 9999	Your contract aircraft or a rental aircraft scheduled by your unit performs flight for another BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999. Your contract aircraft or a rental aircraft for your your unit performs flight for your BLM unit in response to Multiple Fires 8888 (charges later split out to individual fires) or 9999.	Your contract aircraft or a rental aircraft for acretial aircraft or a rental aircraft or a rental aircraft for another BLM unit in response to Multiple Fires 8888 (charges later split out to inclividual fires) or 9999. Your contract aircraft or a rental aircraft for azerose to response to ror your BLM unit in response to ror your BLM unit in response to but to inclividual fires) or 9999.	Use your unit's Billee Code.	<u>Your</u> unit.

D-27 January 2002

Chart D-1: BLM Instructions For Assignment Of Billee and Cost-Account Codes on OAS-23 Aircraft Use Reports (Page 4)

	TYPE OF FLIGHT OR ACTIVITY	SAMPLE SITUATION	COST-ACCOUNT CODING	BILLEE	WHO PROCESSES THE OAS-23
		N	NON-FIRE FLIGHTS		
ώ	Non-fire flight charged to unit tunds.	There are several situations possible: (1) Flight is arranged by your unit for the sole benefit of your unit.	 Assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request. 	(1) Use <u>your</u> unit's Billee Code.	<u>Your</u> unit.
		(2) Flight is arranged by another BLM unit, but at least part of the flight will be charged to your unit's funds.	(2) Other unit should assign your unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(2) Other unit should use its Billee Code, not yours.	The <u>other</u> unit.
		(3) Your unit will be using other funds (eg., Washington Office) to accomplish a project.	(3) Assign other unit's State and Office Code, plus subactivity, program element and project codes as identified on the Flight Request.	(3) Use <u>your</u> unit's Billee Code.	<u>Your</u> unit.
		(4) Right is arranged by your unit but at least part of the flight will be charged to another BLM unit's funds.	(4) Flight charges must be split out appropriately on separate lines of the OAS-23, with your unit's and the other unit's coding entered appropriately. This may require alteration of lines originally entered (e., only one line entry made for a recom whose charges will be shared); note the reason under 'Remarks' on the OAS-23. Total flight time remains the same.	(4) Use your unit's Billee Code.	<u>Your</u> unit.
κ.	Non-fire flight charged to another agency (eg. USFS, non-BLM DOI agency, County. State)	There are two situations which might be encountered: A non-lire flight is arranged by your unit for another agency who will bear all costs of the flight.	Assign other agency's coding.	Assign other- agency unit's Billee Code.	Your Unit.
		A nonfire flight is arranged by your unit for another agency who will bear part of the costs of the flight with your unit assuming the rest.	A nonfrer flight is arranged by your unit if flight costs are to be shared with your unit, costs will have to for another agency who will bear part. Be split out on separate lines of the OAS-23. Assign other assuming the rest. unit's coding on the other lines.	Assign other- agency unit's Billee Code to appropriate lines on the OAS-23, and your unit's Billee Code charged to your unit.	Your unit.

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NOTES

Exhibit D-3: Instructions For Completion Of USDA-FS 6500-122
Flight Use Record

Flight Use Report FS-6500-122 Instructions

1.1	NOICE	NUMBE	12345	567				2	DATE	OF FLIGHT	,	3.	CON	RACT	NUME	BER				4. A/C RE	BISTRATION	NUMBE	R		5. SUPP	YING L	INIT CODE	
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1.	12, USER	15, 14	FLIGHT OR RESOURCE	15.	F DEN	AA MIFIER		16.		18. PILOT NAME(S)		19.		21.		CARG	_	24, 2	₽φ	26.		- 1	28. TIME OR METER READING		29.		ELPRED THE HRS, & RENTREMLOREDTHE OR HRS, & MINS.	31. LEG
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D-8 January 2002

registration, commonly called Enter all numbers and letters (from Contract or Rental Agreement), and Miles driven. of the aircraft's FAA aircraft or government agency that owns the tail number; e.g., N423D. For Service Truck Charges on Line 33 enter; User Unit User Code, primary Mission Code, Rate if there is Enter the name of the company one, a Description of the credit, and the negative User Code, primary Mission Code, Driver Name(s), Number of Crew Members (drivers), Rate per mile For Other Credits on Line 35 enter; User Unit, amount in Block 31. Examples include any Amount in Block 31 = (Miles driven) X (Rate). government provided items such as fuel. T for airtanker, or F for Enter H for helicopter, 39, I CERIFY THAT THE SERMCES LISTED ABOVE HAVE BEEN F SOWITHE AND TITLE OF VENDOR AGENT all other fixed-wing. the aircraft. 36.TOTAL OF ALL CHARG I. AC REGISTRATION NUMBER LOCATION DESCRIBE DESCRIBE MILES VENDOR NAM 뿡 PREVIOUS EDITION OF THIS FORM IS OBSOLETE Enter the Contract Number or Rental Agreement Number. Include the Item Number if there is one. EALLONS EALLONS Obtain numbers from the Contract, Rental ETA SOR L BUDGET Agreement, or Aircraft Data Card. 19, 20, 21, 22, 23, ≿ 3. A/C IME (H, I, OR F) CONTRACT NUMBER Location. Amount in Block 31 = (Number of Crew Members) X (Rate). Start a new invoice for each contract, even if overnight fees are the only charges. primary Mission Code, Pilot Name(s), Number of Crew Members For Overnight Charges on Line 32 enter; User Unit, User Code, (pilots, service truck drivers, and mechanics), lodging Rate per day the aircraft is on individual (from Contract or Rental Agreement), and lodging ACCOUNTING SUMMARY AIRCRAFT MODE DATE OF FLIGHT 17, 18, For Other Charges on Line 34 enter; User Unit, User Code, primary Mission Code, Rate if there sums for extra pilots, and airport landing fees. 퓹 12 ប័ amount in Block 31. Examples include lump is one, a Description of the charge, and the manufacturer in Block 6. Examples name and/or number for the aircraft the aircraft Cessna, De Havilland, Hughs, Piper, include; Aerospatiale, Bell, Boeing, Lockheed, Rockwell, Sikorsky . . . Enter the manufacturer's model name of 1234567 SERVICE TRUCK CHARGES OVERNIGHT CHARGES OTHER CHARGES + OIHER CREDITS Enter the USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (04/93) 1. INVOICE NUMBER AIRCRAFT MAKE

Exhibit D-4: Instructions For Completion Of USDA-FS 6500-122 Flight Use Record (Cont.)

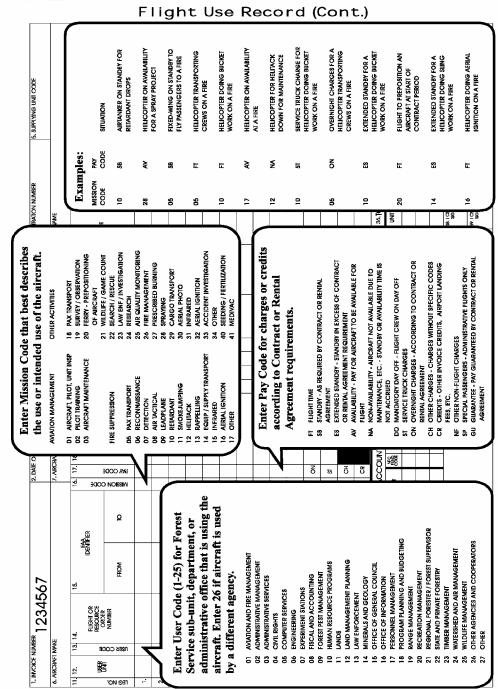
D-9 January 2002

ALL MILITARY BRANCHES FEDERAL AVIATION ADMINISTRATION Enter the code for the unit of the agency that is supplying the aircraft in Block 5. Enter the code for the unit of the agency that is using the aircraft in Block 12. OTHER FEDERAL AGENCIES I. A/C REGISTRATION NUMBER 00000 00000 888888 88888 2 0000 00000 1 0000 00000 2 00000 13 01 WASHINGTON, DC. 13 02 BOISE, ID WASHINGTON OFFICE 1234567 -22450V800V 200000---0-----02 USDA-FOREST SERVICE FLIGHT USE REPORT FS-6500-122 (04/93) Ē O. REMARKS (PAX ES CODE Ħ 影

Exhibit D-5: Instructions For Completion Of USDA-FS 6500-122 Flight Use Record (Cont.)

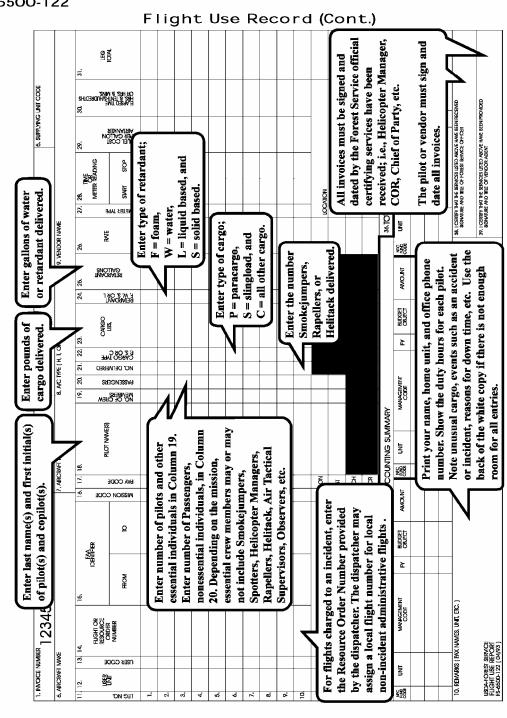
D-10 January 2002

Exhibit D-6: Instructions For Completion Of USDA-FS 6500-122



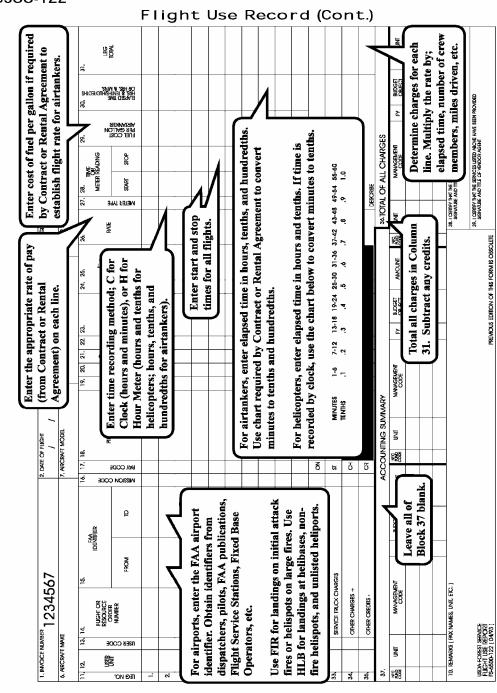
D-11 January 2002

Exhibit D-7: Instructions For Completion Of USDA-FS 6500-122



D-12

Exhibit D-8: Instructions For Completion Of USDA-FS 6500-122



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